

Southwater Parish Council



Parish Council Meeting Draft Minutes

Wednesday 19th December, 2018, 7.30pm
Beeson House
Lintot Square
Southwater
Horsham
RH13 9LA

Members

Cllr Graham Watkins (Chairman)
Cllr Michael Neale (Vice-Chairman)
Cllr Geoff Cole
Cllr Ross Dye
Cllr Pauline Flores-Moore
Cllr Joy Hutchings
Cllr Nikki Knott
Cllr Mike Lewis
Cllr Derek Moore
Cllr Geoff Scoon
Cllr Hayley Timson
Cllr Barbara Varley
Cllr Claire Vickers
Cllr Neil Whitear



SOUTHWATER PARISH COUNCIL

Beeson House,
26 Lintot Square,
Fairbank Road,
Southwater,
West Sussex
RH13 9LA



Clerk: **Mrs.C.M.Tobin**
FSLCC.,

Telephone No: 01403 733202 Fax: 01403 732420
Email: Catherine.Tobin@southwater-pc.gov.uk
Community Web Site: www.southwater-pc.gov.uk

DRAFT MINUTES

The Draft Minutes of the PARISH COUNCIL MEETING held on Wednesday 19th December, 2018 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm

Present: Chairman: Cllr. G. Watkins

Cllr G.Cole

Cllr. R. Dye

Cllr J.Hutchings

Cllr .M.Lewis

Cllr D.Moore

Cllr. M. Neale

Cllr. B. Varley

Cllr C.Vickers

Cllr. N. Whitear

Clerk to the Meeting: Catherine Tobin, Clerk to the Council

County Councillor: Not present

District Councillors: Cllr C.Vickers

Press: Not present

Members of the Public: 4

F182/12/18 PUBLIC PARTICIPATION

The Chairman asked those present to turn mobile phones to silent for the duration of the meeting, unless the phone call was deemed urgent in which case phone calls could be received with permission from the Chairman. In the event of a fire alarm sounding, everyone would be directed to evacuate the building via the exits indicated.

The Chairman advised that the meeting was being recorded in accordance with Standing Orders for minute purposes.

The Chairman asked the members of public present did they wish to speak on any subject.

No one from the public wished to speak at this point in the meeting.

F183/12/18 APOLOGIES FOR ABSENCE

Apologies had been received or noted from Cllrs Flores-Moore, Scoon, Timson

Councillors NOTED and APPROVED the apologies.

F184/12/18 DECLARATIONS OF INTEREST

The Clerk referred Members of the Council to information issued previously in relation to the Member's Code of Conduct and Standing Orders asking whether any Member had at this point in the meeting anything of note to declare.

There were no declarations of interest.

F185/12/18 MINUTES OF PREVIOUS MEETING

It was proposed by Cllr N.Whitear, seconded by Cllr Hutchings, and AGREED by all present that the Minutes of the meeting held on 28th November 2018 be approved as a true and correct record of the proceedings at that meeting.

F186/12/18 CORRESPONDENCE

Sussex & Surrey Associations of Local Councils Limited

The Chairman of West Sussex Association of Local Councils, Cllr Terry Oliver has responded to the Council's questions raised following the recent increase in the fees both from the National Association and Sussex Association, in terms of value. The response is as follows:-

- We are tenants of East Sussex CC, the five-year lease is up for review in March and, given the ESCC state of finances it is to be anticipated that there will be an increase in rent, yet to be finalised.
- Staff are employed on the same terms and conditions as Clerks, salary increases and pension contributions have to be factored into the budget.
- We have to maintain reserves at the same level recommended to member councils; in our case income is made less predictable when councils choose not to renew membership – we have no control over how many may do so in a given year but we still have commitments that must be met.

F187/12/18 CHAIRMAN'S ANNOUNCEMENTS

The Chairman stated that Cllr Williams had resigned from the Council. The Clerk would be notifying the local authority Horsham District Council early in the near year and would send a thank you to the Councillor involved.

The Chairman stated that he would like to wish everyone a Merry Christmas and New Year this being the last meeting of an exceptionally busy year and thanked both Councillors and staff for their efforts on behalf of the Community.

F188/12/18 COMMITTEE MINUTES

Planning Committee – Wednesday, 5th December 2018

It was **RESOLVED** by all present, having been proposed by Cllr Whitear, and seconded by Cllr Cole, that the Minutes of the Planning Committee meeting dated 5th December, 2018 be **APPROVED** by all those present as a true and correct record of the meeting held.

The date of the next Planning Committee meeting would be 2nd January 2019.

Finance and General Purposes Committee – 12th December 2018

It was **RESOLVED** by all present having been proposed by Cllr Moore, and seconded by Cllr Whitear, that the Minutes of the Finance and General Purposes Committee dated 12th December 2018 be **APPROVED** by all those present as a true and correct record of the meeting.

The date of the next Finance and General Purposes Committee meeting would be 16th January 2019.

F189/12/18 COUNTY COUNCILLOR'S REPORT

Cllr Nigel Jupp had visited the Council Office earlier in the day and had offered his apologies for the meeting. He would report back on County Council matters in January 2019.

The Chairman asked the Clerk to raise once again with County Cllr Jupp, the issue regarding the Pollards Hill Roundabout and the drainage situation on the northern section in that this is not working. Cllr Lewis stated that he had concerns regarding the A24 approach to Great Daux Roundabout and felt that if the grassed areas were removed and shingle put in along the stretch this would resolve the flooding issues at that point.

F190/12/18 DISTRICT COUNCILLOR'S REPORT

District Councillor Vickers stated that she would report on a number of points namely that the District Council's SHELAA report will be published prior to the end of January, the District Council had asked Parishes to review the list and let them have comments. This list represented land put forward by developers for consideration and future development and will be considered as part of the Local Plan review process.

The Authority's Monitoring Report was due to be published hopefully before Christmas, one of the main points to note was that the District had a 109% housing delivery well above the 800 house target set. The Local Plan Review will end in approximately May/June 2019 with potential housing numbers and strategy then published.

Cllr Watkins stated that in his opinion the housing numbers and land supply were good news. Cllr Vickers stated that this was indeed as the District Council demonstrate that it is already meeting its target and can therefore reject those such as the development in Tower Hill.

Cllr Vickers also reported that the Novartis site had been submitted by West Sussex County Council, this would see a mix of residential and employment. Cllr Watkins stated that again this was more housing numbers which greatly benefited the District Council's housing figures.

Cllr Vickers also confirmed that the Christ's Hospital Sports Development application would be presented to the Planning North Committee in January 2019.

F191/12/18 SOUTHWATER PARISH COUNCIL DRAFT BUDGET FOR 2019/20

The Chairman of the Finance & General Purposes Committee, Cllr Neale, referred to the amended budget No 4 dated 19th December 2018 following the previous meeting on the 12th December 2018. This budget reflected a total Income of £309,676 against Expenditure of £943,070 equating to a precept of £633,394. The figures now have the staffing costs with the draft budget being in the public domain.

He had a couple of comments to make and would like the views of Councillors in this respect.

Leisure Centre – whether or not the Council wishes to retain the £6k ringfenced cost centre for the replacement boiler at the leisure centre. The boiler had once again been repaired and it is thought that this should have a life of two years, but there were no guarantees hence the question of whether it be left in the budget or removed due to the fact that the Council intended some major building works going forward into the next year. A number of members asked the Clerk for the estimated cost of replacement; the Clerk stated in the region of £36k. Cllr Dye asked how old the boilers were, the Clerk stated that they had been in place 30 plus years; Cllr Dye stated that in his view they had done well. **It was AGREED by all present that the Clerk should remove the £6k ringfence budget for the boiler as Council intended to carry out building works during the next financial year and these boilers would be replaced.**

Leisure Centre – again Cllr Neale asked whether Members wished to retain the £6k ring-fenced towards the building up of a fund to replace the main roof and general roof area. A number of repairs had recently been carried out and he felt that the roof should be in a reasonable condition if Members wished to remove this. The Clerk stated that she had concerns about such a proposal in that she knew that there had been two leaks in the past few years to the main hall flat roof; whilst these had been repaired and due to the age of the roof and building she felt that this should be retained. A replacement roof would be extremely expensive. **It was AGREED by all present that this £6k to be Ringfenced for the Leisure Centre roof replacement should be retained in the budget.**

Leisure Centre Car Parking – There were estimated income and expenditure in relation to the proposal to charge for the lower Leisure Centre car park; the Clerk would prepare

a report for the January 2019 meeting, but an estimated budget of £18k income and expenditure of £5k had been included in the budget.

Cllr Lewis said that he would have concerns that by charging in the lower car park this would simply displace those parking there to local residential streets; he would not be in favour of this although he understood the Council's need for income. Cllr Moore stated that this would put pressure on the Lintot Square car park. Cllr Watkins stated that currently it was proposed that the Council would operate a gate system with fob this is administrated electronically but again the Clerk would hope to have a full report by January 2019 for consideration. Cllr Vickers stated that the District Council operated a disc system at £12 per year and whilst initially contentious this had provided an excellent return which was in turn used to enhance the car parks in those rural areas. Cllr Watkins referred to the £10k paid out to repair the connecting bridge this he felt could have come from such funding. Cllr.Vickers stated that the monies received by Horsham District Council were ringfenced. **The Clerk to provide a report in January 2019.**

Leisure Centre Gym Memberships & Inductions – there was a proposal to remove these two elements making the gym more competitive with other providers in the area. It would be hoped that this would encourage an increase in clients. **It was AGREED that these two elements should be removed from the draft budget.**

Personnel – Cllr Neale stated that he wished to discuss a small item under Personnel in relation to the staffing budget.

Cllr Lewis questioned a general maintenance issue, the Clerk stated that this was to be discussed at a later point in the meeting.

Cllr Watkins stated that the Clerk would now adjust the figures based on the discussions at the meeting, but he wanted to review the Leisure Centre draft budget at the next meeting.

The Clerk advised Members that it was imperative that a draft budget recommendation be put to Council by Full Council in January, therefore it the Finance & General Purposes should be in a position to make a recommendation to Full Council in January 19.

It was APPROVED that the Clerk make the necessary changes to the draft budget as discussed.

F192/12/18 NEW COMMUNITY BUILDING & MULTI GAMES AREA

The Clerk would seek guidance as to whether Councillors wished her to issue and advertise that the Council wished to seek potential clients who may wish to lease from the Parish Council the new Community Building in Church Lane. Expression of Interest documents have been produced. It is imperative that the Council issue these as soon as possible in January 2019 to ensure that a prospective client is identified and that this coincides with legal transfers from the Fletcher Trust who will also wish to know in advance to whom the Council wishes to lease the building too.

The Clerk would also like to seek Expression of Interests in relation to the new Multi User Games Area.

Councillors APPROVED that the Clerk seek Expression of Interests from the community in relation to the new community building in Church Lane. The Clerk to check with the County Association if it were to only receive one Expression of Interest would the Council be bound to take this offer or could it go out to the commercial market.

Councillors APPROVED that the Clerk seek Expressions of Interests from the community in relation to the new Multi User Games Area to be provided in Church Lane again the Clerk to check with the County Association if it were to only receive on Expression of Interest would the Council be bound to take this offer or could it go out to the commercial market.

The Clerk continues to chase the valuations on Easteds Barn, Leisure Centre and new Community Building.

Councillors NOTED the information provided.

New Community Building

A short discussion took place when the Chairman proposed that the new community building be named after retired Councillor Laurie Apted, who had served the community in one way or another for a long time. Cllr Dye seconded this motion and it was unanimously carried that the Clerk should discuss with Mr.Apted and his family whether he wished to accept this proposal to name the building after him.

It was unanimously AGREED that the Clerk would approach ex Councillor Laurie Apted as to whether he would agree to have the new community building named after himself following years of service to the community.

F193/12/18 PARISH BOUNDARY

The Clerk referred to the documents sent to Council from the District Council which slightly amends the boundary proposed by Southwater Parish Council due to objections from Shipley Parish Council.

The Clerk would like to respond as requested as to the Parish Council's views as to whether they wish to accept the proposed change.

Cllr Vickers stated that as a local District Councillor she had been consulted over the proposals and although the committee had not agreed to the fuller proposal by Southwater Parish Council it had given some extra land to the south. Cllr Watkins said that he felt it was a shame that the woodland had not been included and noted the compromise.

It was proposed by Cllr Vickers and seconded by Cllr Whitear and AGREED by all concerned that Southwater Parish Council would AGREE to the proposal being put forward by Horsham District Council.

F194/11/18 REPORTS BACK FROM MEETINGS ATTENDED

Annual Meeting of Horsham Association of Local Council's & Horsham District Council

The Clerk referred to a report produced in October and forwarded to Councillor at that time; this being the first opportunity to report attendance on behalf of the Council.

Horsham District Older Persons Council

Cllr Moore indicated that he had attended a number of these meetings and whilst there were a number of issues, it was hoped that Age UK are looking to address these. The mobility scooter project was ongoing. Cllr Moore indicated that it was probable that a number of the committee would be retiring and that some issues may then be resolved.

Horsham Age UK

Cllr Watkins stated that he had attended a couple of meetings of Age UK and will be reporting on this as and when appropriate.

Joint County and District Council Meetings – Christ's Hospital Development

Cllr Watkins stated that both himself, Cllr Neale and the Clerk had been invited by the County Councillor to a meeting along with a local resident to discuss the proposed running track etc., application and in particular Highway matters.

Village Hall

Both Cllr Watkins and Whitear indicated that they had both attending meetings of the Village Hall Management Committee a number of these being of a confidential nature. Both were satisfied with the way in which the business was being transacted. Cllr Whitear stated that he was delighted that the hall bookings were doing well.

Councillors NOTED the information provided.

F195/12/18 SOUTHWATER NEIGHBOURHOOD PLAN

The Chairman stated that following a meeting the previous evening that the anticipated Extraordinary Meeting proposed for the 23rd January 2019 was to be cancelled and rescheduled for 27th February 2019.

The Neighbourhood Plan Working Party is progressing well with the responses to comments received. It is hoped that Berkeley's would furnish the Council's consultant with a copy of their Heritage report on Great House Farm and also Transport Assessment by week ending 21st December 2018.

Councillors NOTED the information provided.

F196/12/18 SOUTHWATER COMMUNITY PARTNERSHIP

The Chairman referred to the Memorandum of Understanding between the potential Partnership and the Parish Council in that this should be formally approved by Council to enable the Chairman to sign on behalf of the Parish Council.

The Clerk stated that she awaited further clarity from Cllr Moore in relation to the fact that most of the community partnerships in place within the District appeared to be set

up as limited companies; this was of some concern as this had not been pursued by the previous partnership. The Clerk confirmed that whilst she had been asked to seek clarity from the County and National Association due to timescales between the December meetings she had been unable to do so.

Cllr Watkins stated that he thought that the Memorandum of Understanding would enable the Parish Council to work in partnership with the Community Partnership despite concerns about this becoming a limited company. It was suggested that if this were the case and this was a model recognised then Council could always discuss its position re the “limited company” at a later date. Cllr Watkins felt that this would not gain the organisation all the funding it might envisage and suggest that a better way of protecting board members would be to insure them just as the Parish Council did for officers and members. The Clerk stated that advice had been received from the County Association previously and that she would try and see whether the file still existed.

It was proposed Cllr White, seconded by Cllr Cole and AGREED by all present that the Chairman should sign a Memorandum of Understanding.

It was further agreed by all present that the Clerk should obtain further advice from the County Association and National Association in relation to the Constitution of the Community Partnership.

It was AGREED by all that the following members of Council would represent the Parish Council on the management committee of the Community Partnership; Cllrs Watkins, Timson, Whitear, Neal and Lowis. Both Cllrs Whitear and Lowis indicated that they would like to know the extent of the commitment before confirming.

EXCLUSION OF THE PRESS AND PUBLIC

Due to the confidential nature of the business to be transacted, Members were asked to consider a resolution to exclude members of the press and public in accordance with Section 1 (e) of Standing Orders (Meetings).

F197/12/18 EASTEDS BARN**

“Confidential Minute”

F198/12/18 PERSONNEL, PENSIONS AND TRAINING**

“Confidential Minute”

Standing Orders were reinstated at this point and the public re-entered the chamber.

F199/12/18 DATE OF THE NEXT MEETING

The date of the next meeting of Council would be:-

30th January 2019 – Full Council Meeting

The Chairman thanked all those in attendance for coming and asked them to stay and join the Council for refreshments.

Meeting closed at 8.50 pm.

Signed.....
(Chairman)

Dated.....